

# Action on Your Tax Forms Order

We received your order for tax forms/publications, but were unable to send you all the items requested. In cases where an item is temporarily out of stock, we included a notice with your shipment. We could not include the items listed below for the reasons listed in the appropriate explanations.

FORM/PUB #	SEE EXPLANATION #	FORM/PUB #	SEE EXPLANATION #

## EXPLANATIONS

### 1. The item you requested is obsolete.

- ☐ This item is obsolete. We will send the replacement in a separate shipment.
- Obsolete item \_\_\_\_\_ Replacement item \_\_\_\_\_
- Obsolete item \_\_\_\_\_ Replacement item \_\_\_\_\_
- Obsolete item \_\_\_\_\_ Replacement item \_\_\_\_\_
- ☐ This item is obsolete and there is no replacement item. If you need more information, you may call our Customer Service number, 800-829-1040.

### 2. The item you requested is not currently available.

- ☐ The item you requested has been backordered. We will ship it when it is available. Please do not reorder.
- ☐ The item you requested is a new product not yet approved for printing. If you need more information, you may call our Customer Service number, 800-829-1040.
- ☐ The \_\_\_\_\_ revision of the item you requested will not be available until \_\_\_\_\_. Please reorder after that date.

### 3. The item you requested is not an IRS product. Please contact the agency listed below to order the item or request more information.

- |   |                      |  |
|---|----------------------|--|
| <input type="checkbox"/> U S Customs and Border Patrol          | Phone 202-354-1000   | ( <a href="http://www.cbp.gov">www.cbp.gov</a> )     |
| <input type="checkbox"/> Alcohol, Tobacco, and Firearms         | Phone 703-455-7801   | ( <a href="http://www.atf.gov">www.atf.gov</a> )     |
| <input type="checkbox"/> Social Security Administration         | Phone 800-772-1213   | ( <a href="http://www.ssa.gov">www.ssa.gov</a> )     |
| <input type="checkbox"/> Office of Personnel Management         | Phone 888-767-6738   | ( <a href="http://www.opm.gov">www.opm.gov</a> )     |
| <input type="checkbox"/> Office of Immigration & Naturalization | Phone 800-870-3676   | ( <a href="http://www.uscis.gov">www.uscis.gov</a> ) |
| <input type="checkbox"/> U S Department of Labor                | Check local listings | ( <a href="http://www.dol.gov">www.dol.gov</a> )     |

### 4. We do not stock the item you requested.

- ☐ You may purchase it from Superintendent of Documents. Phone 866-512-1800 ([www.bookstore.gpo.gov](http://www.bookstore.gpo.gov)).
- ☐ You may purchase it from the National Technical Information Service. Phone 877-233-6767 ([www.irs.gov/cdorders](http://www.irs.gov/cdorders)).
- ☐ Local commercial printers and office supply stores may provide continuous feed or computerized tax forms for purchase. IRS does not provide them.
- ☐ The Tele-file items you requested are not available. The IRS no longer allows return processing by telephone. For additional information about available electronic filing options, visit the IRS web site at [www.irs.gov](http://www.irs.gov) or call 800-829-1040.
- ☐ The item is not available in Spanish. Esta forma no existe en español.
- ☐ This item is only available through the IRS web site [www.irs.gov](http://www.irs.gov).
- ☐ Printed prior year publications are not available. Some items are available electronically on the IRS web site at [www.irs.gov](http://www.irs.gov).
- ☐ You requested a tax form that was not printed for the tax year you specified. If you need more information, you may call our Customer Service number, 800-829-1040.

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## EXPLANATIONS (continued)

### 4. (continued)

- ☐ IRS does not provide pre-addressed tax packages, envelopes, and return labels except in automatic tax package mail-outs. If you requested a tax package, we are sending the appropriate blank forms.
- ☐ The item you requested is contained in \_\_\_\_\_, which we are shipping separately.
- ☐ The item you ordered is not available from the National Distribution Center. For additional information and special ordering instructions, if appropriate, you may call our Customer Service number, 800-829-1040.

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### 5. We are returning the item(s) you submitted.

- ☐ The item was apparently submitted to us in error.
- ☐ You must submit Form W-3, Transmittal of Income and Tax Statements with your completed Forms W-2, Wage and Tax Statement. The address for the Social Security Data Operations Center is included in the instruction.
- ☐ You must submit Form 1096, Annual Summary and Return of US Information Returns, with completed information returns (Form 1099, Form 1098, and Form W-2G.) The address of the IRS Submission Processing Center for your area is listed in the instruction.
- ☐ We are returning your remittance. The IRS does not charge for the item(s) you ordered.
- ☐ We are returning your remittance. The penalty statement printed on your packing slip is a warning regarding inappropriate use of the U. S. Postal Service mailing authorization. It is not a charge for the items you received.

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### 6. We cannot identify the item you ordered.

- ☐ If you order again, please provide additional information such as the item description and number or the complete title. If you need more information, you may call our Customer Service number, 800-829-1040.
- ☐ You requested an item for a specific tax year. However, the item is not date specific. We are sending the current revision.
- ☐ We received a forms order blank with your name and address. However, we could not determine what item(s) you were ordering. Please call our toll-free number, 800-829-3676, to reorder.

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### 7. We forwarded your request to the appropriate IRS or state tax office for processing.

- ☐ We forwarded your request for preprinted tax deposit coupons (Form 8109) to an IRS Submission Processing Center for handling. If you have any questions you must contact Customer Service at 800-829-4933.
- ☐ The item you requested is only available through the Freedom of Information Act. We forwarded your request to the Internal Revenue Service, Freedom of Information Reading Room, 1111 Constitution Ave, N.W., Washington, D.C. 20224. If you have questions, you may contact them at 202-622-5164 or fax 202-622-5165.
- ☐ We forwarded your request for state tax forms/publications to the appropriate state agency. To expedite future requests, please order from them directly. If you need more information, you may contact them at the address and phone listed below as additional information.

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### 8. ☐ We are sending a publication that may answer your question.

If you need more information, call our Customer Service number, 800-829-1040 for individual taxes or 800-829-4933 for business taxes.

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### 9. ☐ We reduced your order.

The supply of this item is **limited**, so we sent fewer than you ordered. IRS forms and publications are not copyrighted so, **with the exception of scannable forms**, you may reproduce them.

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### 10. ☐ Package X is obsolete.

IRS abolished Package X to reduce costs and support the transition to electronic media and communications. Individual products are available at [www.irs.gov](http://www.irs.gov) and from other commercial and government sources. Publication 1796, IRS Tax Products (a CD-ROM equivalent to Package X), is sold by both the Superintendent of Documents ([bookstore.gpo.gov/irs](http://bookstore.gpo.gov/irs)) and by the National Technical Information System ([www.irs.gov/cdorders](http://www.irs.gov/cdorders)).

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### 11. ☐ We are providing additional information specific to your request.